

**City of Lowell**  
**Job Description**  
**Please Post: December 30, 2015**  
**Deadline: January 13, 2016**  
**Council on Aging**  
**Civic Events Director**

**Job Title:** Civic Events Director (2700-11, 2232)  
**Department:** Council on Aging  
**Reports To:** Director  
**FLSA Status:** Non-exempt  
**Union:** AFCME - Local 2532  
**Salary:** \$30,066.92 (min) to \$32,314.88 (max) annually; Full-time - 35 hrs. per week

**SUMMARY**

Civic Events Director will be responsible for the planning and management of all civic events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plan trips to places of interest such as museums, plantations, historical sites, malls, shows, etc.  
Provides transportation to and from these events and activities. Either using the senior center bus or hiring outside transportation for longer distances and overnight trips.  
Creates, utilizing Microsoft Word and Graphics, fliers and itineraries for the above trips sponsored through the Council on Aging.

Schedules appointments for the senior tax programs.  
Sponsors events such as music concerts, whist parties, plays, movies, and athletic events.  
Distributes tickets to a variety of events such as plays and operas, either free of at a reduced rate.  
Plans monthly meetings to keep seniors informed on elderly issues.  
Editor of the monthly newsletter, "Heritage."

Responsible for the implementation and coordination for events at Council on Aging to include, bingo, dances, special dinners and instructional classes, to name a few. The coordination includes purchasing prizes, hiring entertainment when necessary, selling tickets, publicizing the event and the set-up and actual supervision of the event on the day it takes place.

Works with the State Lottery Commission to ensure that the weekly bingo is being operated within the proper guidelines for nonprofit organization.

Center liaison with the Lowell Sun, Community Bulletin Board, WCAP and fWLLH to keep seniors informed of the programs and events taking place at the Council on Aging.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities over the Center Maintenance Coordinator in order to ensure proper set up for each meeting, party or other function.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associates Degree (AA) or equivalent from two year college or technical school; or six months to one year related experience and /or training; or equivalent combination of education of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions form groups of management clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hand and arms and talk or hear.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate, with an occasional exposure to loud music and/or voices, due to various hall rentals such as concerts, dances and meetings.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ January 13, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**